

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 028-12**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** DISPATCHER/ASSISTANT SUPERVISOR  
FSN-1010-06\*; FP-8\*\*

**OPENING DATE:** August 1, 2012

**CLOSING DATE:** August 14, 2012

**WORKING HOURS:** FULL-TIME; 40 hours per week

**SALARY:** Full performance level:

**Not-Ordinarily Resident (NOR):**

**US\$ 30,684 p.a. (Starting Salary); Position Grade: FP-8**

**(\*\* Final grade/salary to be determined by HR/OE –  
NEA/EX/HRD)**

**Ordinarily Resident (OR): KD 7,073 p.a. (Starting Salary)**

**Position Grade: FSN-06**

**\* Actual grade and salary will be based on the qualifications of  
the applicant.**

The U.S. Embassy in Kuwait is seeking an individual for the position of a Dispatcher/Asst. Supervisor in the General Service Office/Motorpool Section.

### **Important note:**

**Ordinarily Resident (OR)** applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

**All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.**

**All US Citizens (USEFMs, EFMs, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration. A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.**

## TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered**.

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov> and/or
2. A current résumé or curriculum vitae that provides the **same information** as the DS-174 (specifically section 1-24 of the DS-174)
3. Copy of the high school certificate/university degree (per the requirement of the position).
4. Copy of the Civil ID or passport copy including the residence permit page.
5. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

## **SUBMIT APPLICATION BEFORE THE CLOSING DATE TO:**

Human Resources Office  
American Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

**OR** Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

**Please note that incomplete applications will not be accepted.**

## BASIC FUNCTION OF THE POSITION

The incumbent of this position dispatches drivers in response to transportation requests from Embassy personnel and assures that drivers properly fill out daily trip record and performs daily safety checks for the Embassy official vehicles. Reports Time & Attendance to Financial Office for the entire Motorpool staff within the required time frame. Maintains fuel consumption monthly reports for statistics report. Conducts driver safety-training program that includes familiarization with new vehicles, filling out daily trip sheets for motorpool drivers and Embassy personnel.

### Duties include:

- Dispatches Motorpool drivers according to both written and verbal requests to schedule transportation for Embassy personnel. Executes vehicle schedule. Handles emergency vehicle requests under supervision of Motorpool Supervisor.
- Maintains Motor pool T&A, prepares overtime sheets for 16 Motorpool employees. Maintains fuel consumption report.
- As situation demands, may also operate vehicles to transport personnel and visitors around Kuwait.
- Prepares and dispatches Petro Net card application and purchases fuel cards for Motorpool.
- Provides guidance to the drivers for missing and lost luggage from the airport for all incoming TDY personnel and American staff.
- Conduct periodical "Smith System Training" (Certified Smith System Trainer) under the guidance of SHEM/POSHO to 14 numbers of full time drivers and more than 180 numbers of incidental drivers including LGF/RSO, Warehouse, FM Maintenance, Shipping, Housing, Procurement, IRM and APO.

- Occasional cash handling of USD 3000.00 to perform sub-cashier's duties and responsibilities when the sub-cashier is absent.
- Assist the Motorpool Supervisor in scheduling annual leave for all Motorpool staff well in advance. Prepares Ramadan leave and duty schedule for all Motorpool staff. Supervises and monitors Motorpool employees as necessary.

## **QUALIFICATIONS REQUIRED:**

1. Completion of high school education.
2. Two years of driving experience in Kuwait, with one of experience in the Embassy Motorpool doing some administrative work. Must have one year as a Supervisor.
3. Level III in English and Arabic. **Language skills will be tested.**
4. Knowledge of safety and vehicle maintenance procedures. Knowledge of appropriate host government laws related to airport, cargo immigration, customs rules/regulations and procedures. Must be familiar with USG guidelines. Knowledge of roads and commercial locations.
5. Must be familiar with driving all types of vehicles and equipment in the Motorpool. Knowledge of computer program such as MS Word, MS Excel, and WebPass. Must have good communication skills to resolve disputes.
6. Possession of a valid Kuwaiti driver's license, including endorsement to operate heavy vehicles.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**Only those qualified applicants will be called for a test/interview.**

## **ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: August 14, 2012**

**An equal opportunity Employer**

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.